



ENGINEERS &  
GEOSCIENTISTS  
BRITISH COLUMBIA

## CONFIDENTIAL

POLICY	Staff Total Compensation Policy
DATE OF POLICY	November 30, 2018
APPROVED BY	Approved by Executive Committee – December 11 ,2018

### TOTAL COMPENSATION PHILOSOPHY

- 1.1 The total compensation philosophy is driven by the mission, vision and business objectives of Engineers and Geoscientists BC (the “Association”). Our philosophy is to attract, retain and engage a highly competent team by providing a total compensation package that:
- Reflects fair, equitable and competitive pay and best practices in compensation management;
  - Is fiscally responsible and cost effective;
  - Is based on **total compensation** (cash and benefits) that appropriately reflects the value and responsibility of the role performed day to day and influences appropriate behaviours;
  - Is linked to a clearly defined, well-managed and understood performance management system that rewards employees for performance, not tenure in the role;
  - Allows the CEO discretion to place individuals in appropriate pay ranges to reflect their skills and experience and to pay for performance in their roles;
  - Complies with all applicable laws and regulations, and;
  - Demonstrates best practices in organizational governance and management.
- 1.2 Defined salary ranges are established for each position level at the Association. Each position level has a reference salary midpoint (deemed as fully competent) that

corresponds to the 50<sup>th</sup> percentile relative to the salary compensation paid for a comparable staff position (and performance) in a similar organization. The salary range for each position level is established around the respective reference salary midpoint, allowing consideration of varied performance from entry level to the highest level of performance. This range serves as a guide to the CEO in establishing individual salaries.

## RESPONSIBILITIES

- 2.1 The Executive Committee, with approval from Council, is responsible for setting and reviewing the salary of the CEO on an annual basis.
- 2.2 The CEO is responsible for setting and adjusting all other staff salaries in accordance with this policy and by exception where required by market conditions to attract and retain highly qualified staff. The Executive Committee will be informed of exceptions to the policy approved by the CEO.
- 2.3 Triennially, or as required, the CEO will engage an external consultant to conduct a **comprehensive total compensation review** of total compensation paid to Association staff positions for the purpose of recommending range adjustments as required, and to ensure that our compensation philosophy continues to reflect current best practices in compensation management.
- 2.4 Annually, the CEO will engage an external consultant to provide a report recommending minor adjustments that would realign Association salary ranges with prevailing market conditions and cost of living adjustments. A full market survey would not be conducted as part of this review.
- 2.5 The CEO will provide the Executive Committee with a confidential report on:
  - the recommendations of the Consultant; and
  - the actions taken by the CEO based on these recommendations.

## DEFINITIONS

**Total Compensation** – The Term “total compensation” is used to describe not only salary and wages, but also all the plans, programs, benefits, and perquisites that become available to employees through employment with the Association.

**Comprehensive Total Compensation Review** – A systematic process, conducted by a third party consultant, of collecting information on the total compensation paid by other organizations from two sources, a targeted market survey with similar organizations and data extracted from a database of benchmark positions.

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